

DRAFT

MEMORANDUM FOR: Acting Chief, Real Estate and Construction
Division, OL

SUBJECT : Concept of Far East Area Engineer, Mission
and Functions

1. Mission

a. Assist the Far East Division in the development of adequate and economical physical plant facilities and in the maintenance thereof.

b. Represent the Office of Logistics in carrying out under delegated authority, certain functions of that Office in directing organization construction programs in the Far East area.

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 c. ~~Your~~ Office will be physically located at Vientiane, Laos under the Chief of Station through his Chief of Support.

2. Functions

ILLEGIB a. Assist Chiefs of Stations in planning facilities requirements involving construction projects; make or review budgetary cost estimates; and recommend the method of accomplishment of the work.

b. ^{WILL VISIT ALL FE FIELD STATIONS, SEMIANNUALLY, TO} ~~Will~~ provide advice and assistance to field stations in the areas of construction engineering, contract administration, and physical plant and engineering equipment maintenance.

c. Conduct liaison with other ODYOKE agencies in all phases of project planning, design, and construction.

d. Approve technical aspects of authorized design and construction and related functions. When deemed appropriate or when

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requested by Headquarters, submit plans for construction to the Office of Logistics for technical review.

e. Inspect work in progress and conduct final inspection of all major construction projects on behalf of the ^{ILLEGIB}
^{AGENCY}

f. Monitor the total Far East Division construction effort, and, report quarterly to Headquarters on general progress of all construction programs ^{DIRECTLY INVOLVING FE ENGINEER} and on other matters of engineering interest.

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g. Assist the In-Country Laos Engineer on as required basis for budget planning of construction, and construction projects as assigned by Chief of Station Laos.

h.

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